

**August Topical Meeting  
August 13, 1998**

**Topic: Meeting Protocol and Schedule**

**Participants:**

**BNFL**

**Andy Elsdon, Technical Manager  
Allen Dobson, Facility Manager  
Don Edwards, LP&S Manager  
Dennis Klein, Reg. Safety Manager  
Lee Bostic, Envir. Safety Manager  
Douglas Kirk, Chief Engineer  
Kayle Boomer, Mgr. Waste Chemistry  
Don Silverman, Attorney**

**RU**

**Clark Gibbs  
Rob Barr  
Al Hawkins  
Bob Smoter  
George Kalman**

## **Topical Meeting Genesis Documents**

- **DOE Regulatory Unit Initial Safety Evaluation Report of the BNFL Inc. Initial Safety Assessment dated March 1998.**
- **TWRS Privatization Contract Part I, Section C.5, Standard 4,c,2), (h).**
- **Letter from D.C. Gibbs, DOE to M.J. Bullock, BNFL dated July 2, 1998.**
- **Letter from D.W. Edwards, BNFL to D.C. Gibbs, DOE dated July 22, 1998.**

# Topical Meeting Protocol

## *Meeting Frequency*

- ❖ **Approximately Monthly  
(3-5 week interval between mtgs,  
12 mtgs per year)**

## *Meeting Schedule*

- ❖ **BNFL maintain 4 Month Rolling  
Schedule of Topics**
- ❖ **DOE Maintain 1 year Schedule of  
Topics for Selection by BNFL**

## *Meeting Objective*

- ❖ **Reach Closure on Topics  
Scheduled for Discussion**

## *Closure Process*

- ❖ **BNFL Submit Closure Documents  
Two Weeks Prior to Mtg.**
- ❖ **RU Document Closure**

# **Topical Meeting Protocol (cont)**

***Meeting  
Prep.***

**❖ BNFL/RU Develop Final Agenda  
and participants Two Weeks Prior  
To Meeting**

***Meeting  
Notice***

**❖ RU Publish Meeting Agenda, List  
of Participants & Location One  
Week Prior to Meeting**

***Meeting  
Minutes***

**❖ RU Document meeting/Closures  
Within Two Weeks Following  
Meeting**

## **Schedule of Topics**

- **RU 12 Month Schedule**
  - **Developed to Close-Out ISER Issues Per 7/2/98 Ltr. To BNFL (131 Issues)**
  - **Also: Terminology  
Staging Tank(s) AP 106?  
Emergent Technical Issues  
(vs. process issues)**
- **BNFL 4 Month Rolling Schedule**
  - **Developed to Schedule Resources**
  - **Address Near-Term Requirements**

RU/BNFL Topical Meetings  
Twelve Month Schedule of Topics  
(topics fixed, schedule flexible)

August 13, 1998 - Protocol, Schedule of Topics

September 1998 - Regulatory Terminology

- Regulatory Terminology - Develop list of terms and their definitions for use by regulators and BNFL.

Sources: DOE/RL-96-0003 series  
DOE STD-3009  
DOE Order 5480.23  
NRC  
BNFL

October 1998 - Address the following topics (RU letter to BNFL dated 7/2/98)

- SRD/ISMP Authorization Basis Consistency (use of British Standards?)
- Codes and Standards
- Quality Assurance

November 1998 - Address the following topics (RU letter to BNFL dated 7/2/98)

- Worker Safety
- Radiation Protection and Environmental Radiation Protection

December 1998 – Address the following topics (RU letter to BNFL dated 7/2/98)

- Seismic Standard - definition and use
- External Hazard Quantification
- Explosive Hazard Controls
- Safety Integration and Interface Controls

January 1999

- Criticality Controls
- Inspection Program

February 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- Design Basis Events Definition
- Risk Assessment - Techniques and Measurement

March 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- Methodology for Defining Important to Safety Structures, Systems, and Components
- Defense in Depth-Criteria and Measurement

April 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- Facility Design Issues

May 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- Fire Protection
- CORAMI
- Operations

June 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- TSR/USQ - Definitions and Process
- Emergency Preparedness/Management

July 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- AP 106 Turnover

August 1999 - Address the following topics (RU letter to BNFL dated 7/2/98)

- Construction Authorization

September 1999

- Summary of Accomplishments
- Future Meetings

# **BNFL's 4 MONTH ROLLING SCHEDULE**

## **ATTACHMENT 1**

### **Proposed Initial Schedule of Topical Meeting Subjects**

1. Topic:
  - Meeting Format, Content and Structure
  - Issue closure

August 13, 1998

BNFL Attendees: A. Elsdén, Technical Manager; A. Dobson, Facility Manager; D. Edwards, LP&S Manager; D. Klein, Regulatory Safety Manager; L. Bostic, Environmental Safety Manager; Douglas Kirk, Chief Engineer; Kayle Boomer, Technical manager of Waste Chemistry; Don Silverman, Attorney at Law

RU Attendees: R. Barr....

ISER Issues to be Addressed: None

Expected Outcomes:

  - Approved Protocol
  - Agreed upon List of Topics
  - Approved rolling schedule
  - Common Understanding of Regulatory Terminology
  - Common Understanding of the scope and regulatory requirements associated with the LCA
  - Common Understanding of the Design Review Process
2. Topic: Criticality Approach  
Inspection Process  
Regulatory Terminology  
L.C.A.

September xx, 1998

BNFL Attendees: A. Elsdén, Technical Manager; A. Dobson, Facility Manager; D. Edwards, LP&S Manager; D. Klein, Regulatory Safety Manager; J. Clegg, Criticality and Shielding Lead.....

RU Attendees: R. Barr.....

ISER Issues to be Addressed: A23, A24, D19, D20, D21



- Expected Outcomes:
- Closure of open issues
  - Acceptance of Criticality Control Program
  - Acceptance of proposal for treatment in PSAR
  - Common understanding of inspection-related interfaces
3. Topic:
- Process for Incorporation of Safety Into Design
  - Defense in Depth
  - Methodology for Defining Important to Safety Structures, Systems, and Components (SSCs)
  - Selection of C&S and Tailoring
- October xx, 1998  
BNFL Attendees:
- A. Elsdén, Technical Manager; A. Dobson, Facility Manager; D. Edwards, LP&S Manager; D. Klein, Regulatory Safety Manager; A. Larson, P. Bardsley, D. Garrett
- RU Attendees:
- R. Barr.....
- ISER Issues to be Addressed:
- A13, B5, B6, B7, C1, C2, D5, D8, D9
- Expected Outcomes:
- Closure of Open issues
  - Acknowledgement/Acceptance of BNFL process as fully implementing 0004
  - Acceptance of Defense in Depth Criteria
  - Acceptance of methodology for Defining Important to Safety SSCs, C&S, and Tailoring
4. Topic:
- Application of Process to Control Hydrogen
- November xx, 1998  
BNFL Attendees:
- A. Elsdén, Technical Manager; A. Dobson, Facility Manager; D. Edwards, LP&S Manager; D. Klein, Regulatory Safety manager; A. Larson, P. Bardsley, D. Garrett, A. Larson, M. Page, B. Cullen
5. Topic:
- Seismic Issues
- December, 1998  
BNFL Attendees:
- A. Elsdén, Technical Manager; A. Dobson, Facility Manager; D. Edwards, LP&S Manager; D. Klein, Regulatory Safety Manager; Seismic Experts.....
- RU Attendees:
- R. Barr....
- ISER Issues to be Addressed:
- A9, B.2(1), D3

- Meeting Minutes -  
July 30, 1998 Meeting Between RU and BNFL  
To Discuss Issues Related to First Topical Meeting  
(Prepared for Attachment to August 13, 1998 Topical Meeting Minutes)

Meeting Participants:

BNFL - Don Edwards, Kayle Boomer  
RU - Lew Miller, Rob Barr, George Kalman  
NRC - Walt Pasciak

Discussion Issues:

As required by the Topical Meeting Protocol, a meeting was held on July 30, 1998, two weeks prior to the first topical meeting, to discuss the proposed agenda for the topical meeting, meeting participants, and location. Protocol and agenda issues dominated the discussion. Differences between RU and BNFL protocol and agenda issues as presented in letters dated 7/2/98 and 7/22/98 respectively were resolved.

It was agreed that:

- (1) Supporting material for resolution of issues would be forwarded to RU two weeks prior to meeting.
- (2) "Approximately monthly meetings" mean meetings in 3-5 week intervals.
- (3) BNFL would maintain a flexible 4 month rolling schedule of meeting topics.
- (4) RU would prepare a flexible 12 month schedule of topics to structure BNFL scheduling.
- (5) RU voiced expectation that the goal for each meeting would be close-out of the scheduled discussion topic, based on pre-meeting preparation. It was acknowledged that post-meeting submittals may be required in some cases before issues are closed-out.
- (6) BNFL proposed for RU to cancel meetings if pre-meeting preparation was inadequate to close-out scheduled issues.
- (7) Meeting minutes, follow-up letters, or SER's would be used as mechanisms to close-out issues addressed at meetings.
- (8) RU and BNFL exchanged topical meeting agenda schedules to incorporate mark-ups prior to the first topical meeting scheduled on August 13, 1998.